

## **"Extended Add" approvals via RAIL**

*Eligible* students seeking registration in courses *with open seats* during the 2nd week of classes may do so via RAIL *if approved by the instructor*, without need for petitioning, signatures, or waiting for committee intervention. This is the "Extended Add" week, through the 2<sup>nd</sup> Friday of the semester.

The process for approving access to your course will also be managed on RAIL, through the Instructor Override function in your RAIL menu.

### **Caveats to remember:**

- 1) The Extended\_Add override code allows registration *if all other conditions are met*. Any other restrictions--majors-only, prerequisites, capacity for closed courses, etc.—may also need to be reviewed/approved by the department chair.**
- 2) You are entering an override only. The student still bears the responsibility of entering RAIL and registering for the course. Please remind your approved students of the need to register promptly, before the deadline for Extended Adds (4pm on the 2<sup>nd</sup> Friday of the semester).**
- 3) Students who incur new tuition and fee charges as a result of this new registration will be expected to pay for the course immediately.**

Step by step instructions:

## [STEP 1: Click on Faculty and Advisors](#)

The screenshot shows the main menu of the RAZL system. At the top, there is a navigation bar with links for Personal Information, Student, Financial Aid, Faculty Services, WebTutor Administration, and Finance. Below this is a search bar and a link to ACCESSIBILITY, SITE MAP, HELP, and EXIT. The main menu is titled "Main Menu" and includes a welcome message: "Welcome, Tracy Seffers, to the RAZL system at Shepherd University!". Below the welcome message, there are several menu items, each with a small icon and a brief description:

- CREDIT CARD PAYMENTS**: Link to the State Treasurer's Office to facilitate payments using a credit card.
- Personal Information**: Update addresses, contact information or marital status; verify name or social security number; change information; Change your PIN; Customize your directory profile.
- Student**: Apply for Admission; Register; View your academic records.
- Financial Aid**: Apply for Financial Aid; View financial aid status and eligibility; accept award offers; and view loan applications.
- Faculty and Advisors**: Enter Grades and Registration Overrides; View Class Lists and Student Information.
- WebTutor Administration**: Customize the Web pages for your institution; update user roles.
- FINANCE**: Create or review financial documents; budget information; approvals.

At the bottom left, it says "RELEASE: 8.3.3".

## [STEP 2: Then click on Registration Overrides](#)

The screenshot shows the "Faculty Services" menu. At the top, there is a navigation bar with links for Personal Information, Student, Financial Aid, Faculty Services, WebTutor Administration, and Finance. Below this is a search bar and a link to RETURN TO MENU, SITE MAP, HELP, and EXIT. The main menu is titled "Faculty Services" and includes a "Student Information Menu" section. Below this, there is a list of menu items, each with a small icon and a brief description:

- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
- Detail Wait List
- Summary Wait List
- Midterm Grades
- Final Grades
- Registration Overrides**
- Add or Drop Classes
- Link Up Classes
- Electronic Gradebook by Component
- Faculty and Advisor Security Information
- Active Assignments
- Assignment History
- Class Schedule
- Course Catalog
- Syllabus Information
- Office Hours

[STEP 3: Select the Term, and click on the Submit button.](#)

Personal Information Student Financial Aid Faculty Services WebTutor Administration Finance

Search   RETURN TO MENU SITE MAP HELP EXIT

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Select Term 00126246 Tracy Sellers  
Aug 14, 2012 03:42 PM

Select the Term for processing then press the Submit Term button.

Select a Term:

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RELEASE: 8.4

[STEP 4: Enter the Shepherd ID number of the student, and click on the Submit button:](#)

Personal Information Student Financial Aid Faculty Services WebTutor Administration Finance

Search   RETURN TO MENU SITE MAP HELP EXIT

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ID Selection 00126246 Tracy Sellers  
Fall 2012-2013  
Aug 14, 2012 03:43 PM

Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

Student or Advisee ID:

OR

**Student and Advisee Query**

Last Name:

First Name:

Search Type:  Students  
 Advisees  
 Both

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RELEASE: 8.4

[STEP 5: RAIL will give you a chance to confirm that this is the correct student, which you do by clicking the Submit button:](#)

The screenshot shows the 'Student Verification' page in the RAIL system. At the top, there are navigation tabs: 'Personal Information', 'Student', 'Financial Aid', 'Faculty Services', 'WebAdvisor Administration', and 'Finance'. Below these is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The page title is 'Student Verification' and the user information is '001266246 Tracy Sellers, Aug 14, 2012 03:47 PM'. A message states: 'Verify your selection is correct by clicking OK. TESTY REGISTRAR is the name of the student or advisee that you selected.' Below this is a 'Submit' button and a label '[ 30 Selection ]'. At the bottom left, it says 'RELEASE: 6.4'.

[STEP 6: RAIL then allows you to choose "Extended Add" from a drop-down menu, and attach that permission to one of your courses \(in this case, MUSC 111-01\). Click on the Submit button to enter the override into the student record.](#)

The screenshot shows the 'Registration Permits/Overrides' page. It has the same navigation tabs as the previous page. The search bar is empty. The user information is '001266246 Tracy Sellers, Fall 2012-2013, Aug 14, 2012 03:49 PM'. The page title is 'Registration Permits/Overrides'. A message says: 'Warning: The information on this page appears next to a student's name, his/her personal information is to be kept confidential.' Below this is a 'Course' section with a dropdown menu showing '20001 - MUSC 111 01'. There are also dropdown menus for 'None' and 'None'. At the bottom left, there is a 'Submit' button.

[STEP 7: RAIL will give you one final chance to verify that this is the student and course you wish to allow an override for:](#)

Personal Information Student Financial Aid Faculty Services Web/Faculty Administration Finance

Search

RETURN TO MENU SITE MAP HELP EXIT

Faculty Registration Overrides Confirmation

001266246 Tracy Sellers  
Fall 2012-2013  
Aug 14, 2012 03:52 PM

Below are the override requests you entered. Please confirm by clicking Commit Changes.

Registration Overrides

Override	CRN	Course Number	Section	Student	Activity Date
Extended_Add	30001	MUSC	111	01	TESTY REGISTRAR Aug 14, 2012

[ Registration Overrides ]

RELEASE: B.1

STEP 8: You will then be returned to the override screen, which now bears the message:



**The registration overrides you entered have been saved successfully.**

The page also shows you a listing of overrides you have approved up to that point:

Current Student Overrides

Override Course Activity Date Entered by

Extended\_Add 30001 - MUSC 111 01 Aug 14, 2012 RAIL

**One more time! Caveats to remember:**

**1) The Extended\_Add override code allows registration *if all other conditions are met*. Any other restrictions--majors-only, prerequisites, capacity for closed courses, etc.--may also need to be reviewed/approved by the department chair.**

**2) You are entering an override only. The student still bears the responsibility of entering RAIL and registering for the course. Please remind your approved students of the need to register promptly, before the deadline for Extended Adds (4pm on the 2<sup>nd</sup> Friday of the semester).**

**3) Students who incur new tuition and fee charges as a result of this new registration will be expected to pay for the course immediately.**